

0370

06/21/05

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

Revised

TITLE: AIRPORT OPERATIONS COORDINATOR

DEFINITION

Under general supervision, to perform a variety of complex and responsible clerical, secretarial, and administrative duties; to supervise administrative support staff; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

The position of Airport Administrative Technician is distinguished from other clerical and secretarial classes by the responsibility for administrative duties of the clerical section as well as assisting the Airport Director in the day to day operations of the airport; for the performance of complex and responsible clerical and administrative tasks requiring a thorough knowledge of departmental policies and procedures; and for assisting in the development and administration of a departmental budget. Incumbents in this class may also be expected to provide administrative support to City boards and commissions.

REPORTS TO: Airport Director

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Airport Director. Exercises general supervision over administrative support staff.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Supervise, assign, and participate in the work of the administrative support section of the airport.
- Participate and assist in the administration of the operations and maintenance of the Airport Department.
- Prepare comprehensive reports; compile, research, and prepare annual budget requests; prepare justifications of budgetary proposals and budget expenditures; Capital Improvement Program; recommend expenditure requests for designated accounts; oversee the Department's purchasing activities; prepare paperwork for grants submitted to the Federal Aviation Administration and the Department of Aeronautics; review, log, determine priority of, and route correspondence.
- Review work upon completion for conformance to departmental requirements.
- Respond to complaints and requests for complex and technical information in relation to the intent, coverage, and content of instructions, guides, precedents, and regulations.
- Secure and execute all Property Management consisting of all Airport property, Terminal Building Offices, land, hangers, and tie-downs owned by the City.
- Respond to airport tenants, Airport users and the general public for complaints, inquiries and requests for information.
- Serve as the Department's resource for computer software upgrades and routine trouble shooting; maintaining the Department's electronic and computerized security system.
- Conduct special studies relating to the development and implementation of clerical procedures and policies.
- Recommend organizational or procedural changes affecting administrative clerical activities.

- Respond independently to letters and general correspondence of a routine nature.
- May serve as secretary to a board or commission preparing the agenda and taking minutes of meetings.
- Supervise, initiate, and maintain a variety of files and records of information such as payroll, attendance, budget, production, and cost records.
- Supervise, train, and evaluate subordinates.

QUALIFICATIONS

Knowledge of:

- English usage, grammar, spelling, and punctuation.
- Modern office methods, procedures, equipment, and business letter writing.
- Organization, procedures, and operating details of a municipal government.
- Record-keeping principles and procedures.
- Principles of supervision, training, and performance evaluation.
- Personal computer operation and software applications.

Ability to:

- Interpret and apply administrative and departmental policies, laws, and rules.
- Compose correspondence independently.
- Compile and maintain complex and extensive records and files.
- Understand and carry out oral and written directions.
- Supervise, train, and evaluate subordinates.
- Operate a personal computer and applicable software programs.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to the completion of the twelfth grade supplemented by specialized secretarial/ business related courses.

Experience: Four years of secretarial and clerical experience performing complex and responsible office and administrative duties.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENTS

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Airport Operations Coordinator

TO: Administrative Analyst